

## Filing Schedules

This process shows the steps and screens required for an attorney to electronically file the deficient schedules not filed with the bankruptcy petition.

- STEP 1** Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

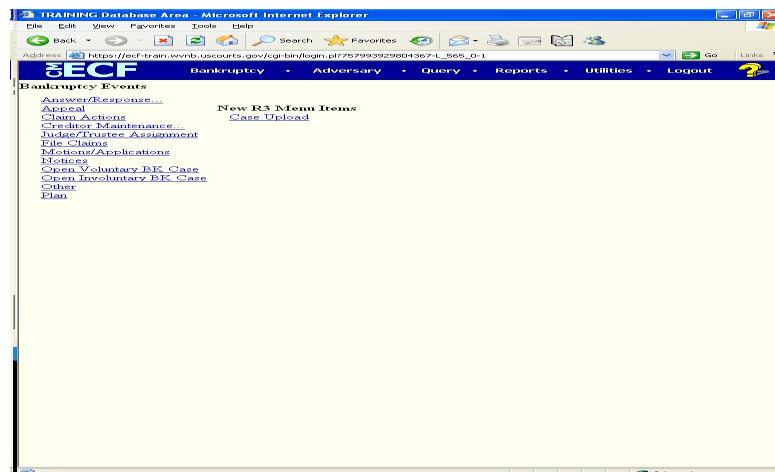
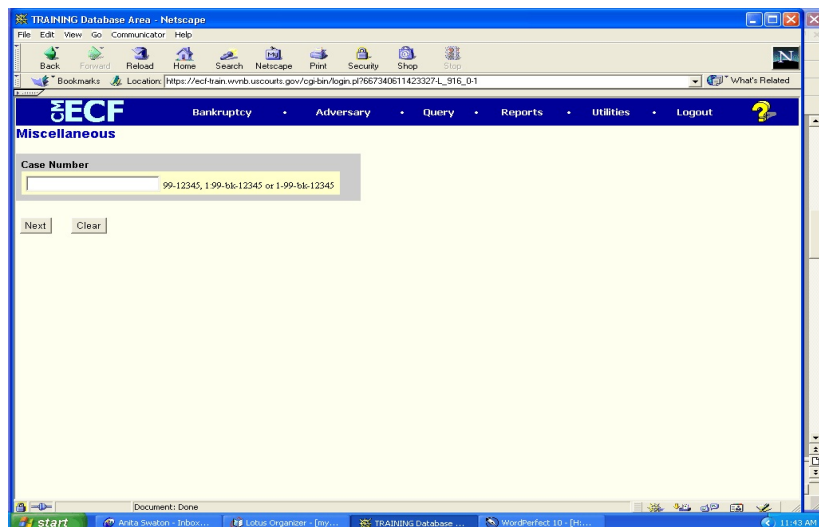


Figure 2

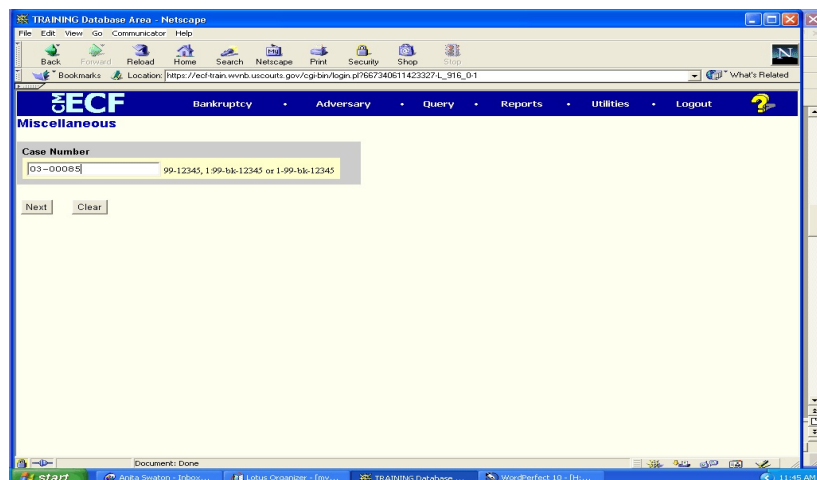
- ◆ Click the Other hyperlink.

**STEP 3** The CASE NUMBER screen displays. (See Figure 3a.)



**Figure 3a**

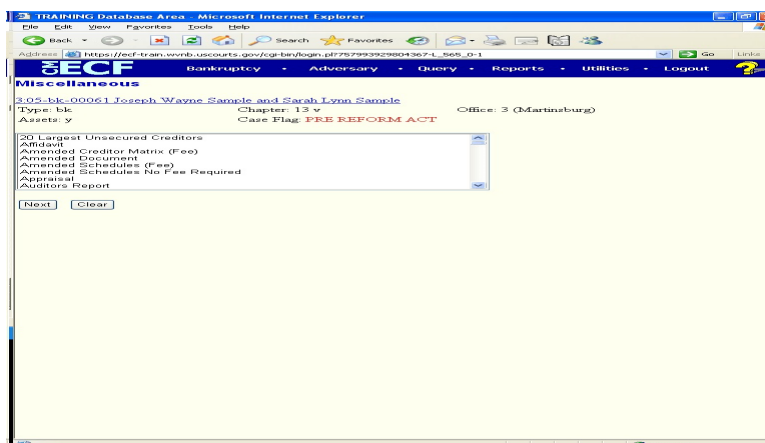
- ◆ Enter the case number. (See Figure 3b.)



**Figure 3b**

- ◆ Click **[Next]** to continue.

**STEP 4** The following screen displays. (See Figure 4a.)



**Figure 4a**

- ◆ Using the up and down arrows to the right of the box, scroll the options to highlight the type of documents being filed. (See **Figure 4b**)
- ◆ For a Chapter 7 petition, required documents are Exhibit D, Schedules A-J, Summary of Schedules and Statistical Summary of Certain Liabilities, Disclosure of Compensation of Attorney for Debtor, Statement of Intent, Statement of Financial Affairs, Notice to Individual Consumer Debtor, and Form B22A Means Test.
- ◆ For a Chapter 13 petition, required documents are Exhibit D, Schedules A-J, Summary of Schedules and Statistical Summary of Certain Liabilities, Disclosure of Compensation of Attorney for Debtor, Statement of Financial Affairs, Notice to Individual Consumer Debtor, and Form B22C Means Test.
- ◆ Additional documents required in a Chapter 11 petition are Equity Security Holders and 20 Largest Unsecured Creditors

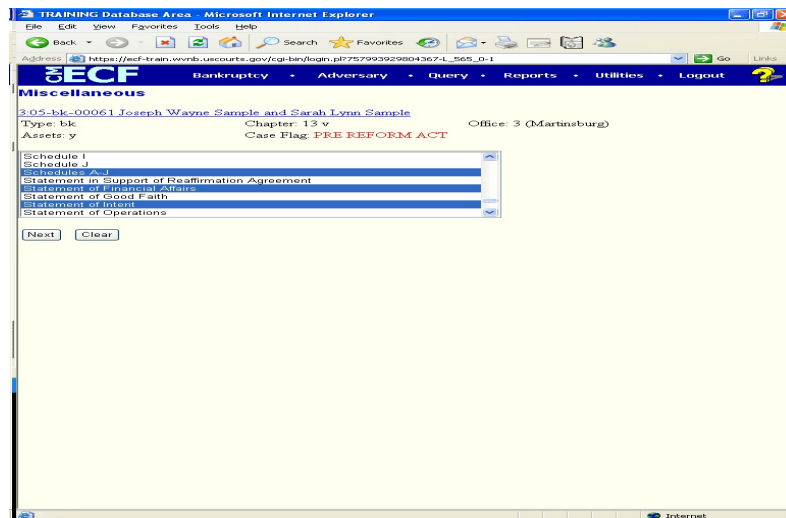


Figure 4b

- ◆ Click **[Next]** to continue.

**STEP 5** The Joint Filing With Other Attorneys screen displays. (See Figure 5.)

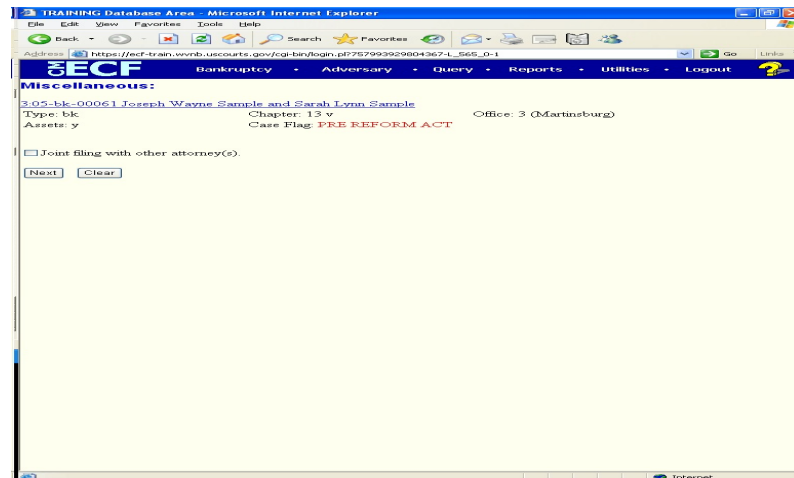


Figure 5

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.

- ◆ Click **[Next]** to continue.

**STEP 6** The **Select the Party** screen displays. (See Figure 6a.)

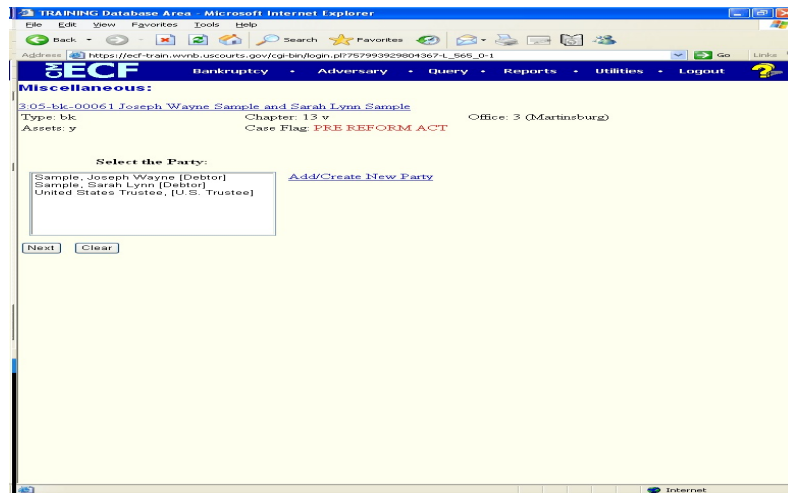


Figure 6a

- ◆ Select the debtor(s). (See Figure 6b.)

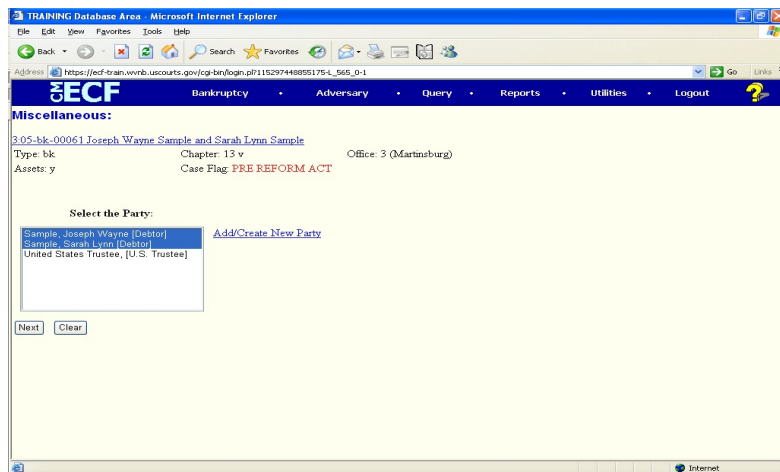
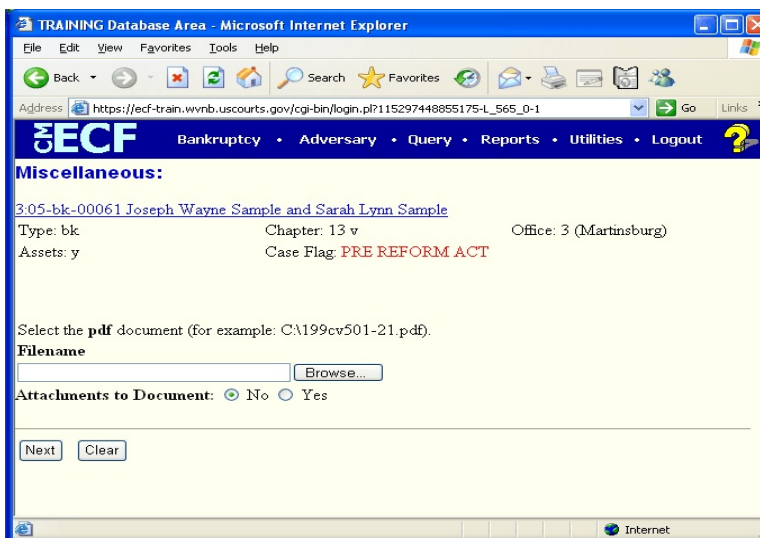


Figure 6b

- ◆ Click **[Next]** to continue.

**STEP 7** The **Select the pdf document** screen displays. (See Figure 7a.)



**Figure 7a**

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(\*.\*)**.

**NOTE:** If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image. (See Figure 7b.)

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)

TRAINING Database Area - Microsoft Internet Explorer

Address: [https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?115297448855175-L\\_565\\_0-1](https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?115297448855175-L_565_0-1)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**Miscellaneous:**

[3:05-bk-00061 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Martinsburg)

Assets: y Case Flag: **PRE REFORM ACT**

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

H:\CLERKS\02-156def.pdf

**Attachments to Document:** ☒ No ☐ Yes

Figure 7b

- ◆ Click **[Next]** to continue.

**STEP 8** The **Docket Text: Modify as Appropriate** screen displays. (See Figure 8.)

- ◆ It should not be necessary to make any additions to docket text.

TRAINING Database Area - Microsoft Internet Explorer

Address: [https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?115297448855175-L\\_565\\_0-1](https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?115297448855175-L_565_0-1)

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**Miscellaneous:**

[3:05-bk-00061 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Martinsburg)

Assets: y Case Flag: **PRE REFORM ACT**

**Docket Text: Modify as Appropriate.**

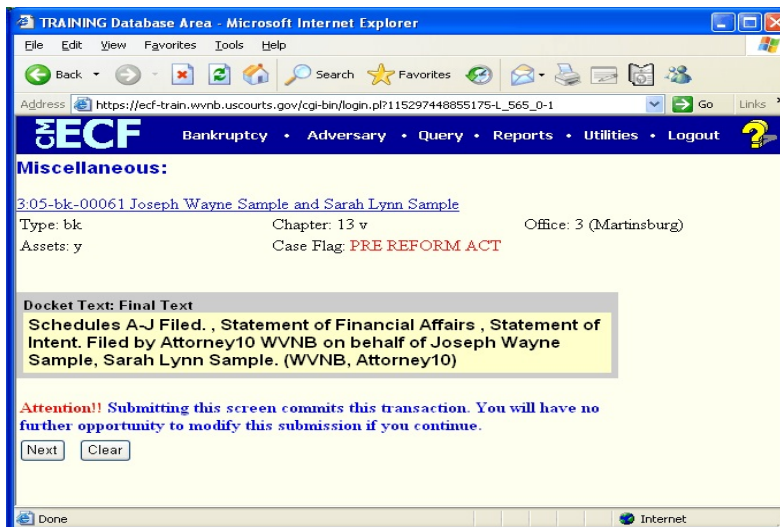
Schedules A-J Filed. [input field], Statement of Financial Affairs [input field], Statement of Intent. [input field] Filed by Attorney10 WVN on behalf of Joseph Wayne Sample, Sarah Lynn Sample. (WVN, Attorney10)

Figure 8

- ◆ Click **[Next]** to continue.

**STEP 9** The **Docket Text: Final Text** screen displays. (See Figure 9.) This is your **last** opportunity to make corrections to your entry.

- ◆ Verify the final docket text.

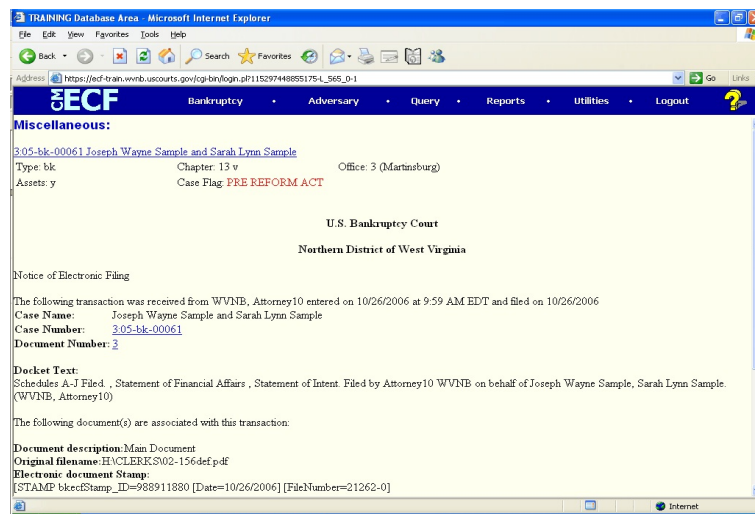


**Figure 9**

- ◆ If correct, click **[Next]** to continue.
- ◆ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

**STEP 10** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt. (See Figure 10)



**Figure 10**

- ◆ The notice will include the following information:
  - ◆ Who filed the document
  - ◆ Date and time
  - ◆ Case name
  - ◆ Case number
  - ◆ Document number
  - ◆ Original filename (pdf)
  - ◆ Electronic document stamp
  - ◆ Electronic mail recipients and manual notice lists